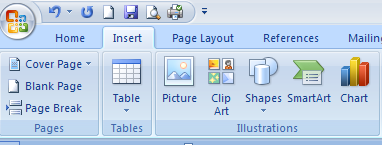
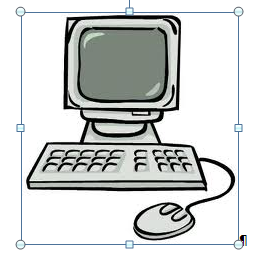
**Inserting A Picture In A Document**

Insert Tab……Click Picture…Find Picture and then click Insert



The blue box around the image manipulates the size of the picture. Click a circle to shrink or enlarge image proportionally. Click a square to enlarge or shrink.



When you click the image the Format tab appears.

Notice the changes that can be made to an image

